

## INSTRUCTIONS FOR AFFIDAVIT OF DIRECT PAYMENTS

The custodial parent/obligee for a child support case should complete the **Affidavit of Direct Payments** form when he or she has received support payments directly from the non-custodial parent/obligor on their case.

Completing and sending in the **Affidavit of Direct Payments** helps the Division of Child Support Enforcement (DCSE) keep accurate balances of money owed to the custodial parent/obligee.

On the second page of the **Affidavit of Direct Payments** form, the custodial parent/obligee must enter the amount of support payments that were received directly from the non-custodial parent/obligor, in the month and year received.

This form must be signed by the custodial parent/obligee in front of a notary public.

The **Affidavit of Direct Payments** is a sworn statement by the custodial parent/obligee that the form was completed voluntarily, and that the amounts entered on the form are accurate.